

ORDER FOR SUPPLIES OR SERVICES					1. PAGE 1 OF 6		
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2965 <small>Mark all packages &amp; papers with this number.</small>		3. CALL ORDER NO 0008	4. DATE OF ORDER* 1998 SEP 30	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO. 6552/RAP	6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 BDC REG 2/DMS REG 1 RATING		
7. ISSUED BY ASC/CDS, BLDG 16 AREA B 2275 D STREET WRIGHT-PATTERSON AFB OH 45433-7233 BUYER: SCOTT SMITH, ASC/CDSK (937) 255-7003 x4649 CODE FA8622			8. ADMINISTERED BY DCMC DAYTON AREA C BLDG 30 1775 VAN PATTON DR WPAFB OH 45444-5302 CODE S3605A				
9. CONTRACTOR NAME AND ADDRESS MODERN TECHNOLOGIES CORPORATION 4032 LINDEN AVENUE DAYTON OH 45432 CODE 9J721 FACILITY CODE				10. MAIL INVOICES TO			
MAILING DATE SEP 30 1998				11. DISCOUNT FOR PROMPT PAYMENT			
				1ST N % DAYS NET DAYS 2ND % DAYS OTHER 3RD % DAYS IF "9" SEE SECT "B"			
12a. PURCHASE OFFICE POINT OF CONTACT ADK/A8J/ANC			13. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER DFAS-CO/NEW DOMINION P O BOX 182041 COLUMBUS OH 43218-2041 CODE SC1018 IF "9" SEE SECT "G"				
12b. RESERVED FOR SERVICE/AGENCY USE							
14. TYPE CONTRACTOR		15. SECURITY a. CLAS S b. DATE OF DD 254 98SEP29					
16. CONTRACT ADMINISTRATION DATA A. FAST B. CONTRACT C. ABSTRACT RECIP D. SPL CONT E. CONT ADMIN PAY (1) KIND (2) TYPE ADP POINT PROVISIONS FUNC LMT 6 9				17. RESERVED	18. SVC/AGENCY USE	19. SURV CRIT C	20. TOTAL AMOUNT \$687,204.41
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/EIN PAYMENT PROV I. SVC AGENCY USE							
22. TYPE OF ORDER	DELIVERY/TASK	NON-DOD CONTRACT NUMBER This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number.					
	PURCHASE	REFERENCE YOUR FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN					
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.		23. UNITED STATES OF AMERICA <i>Lytus Jordan</i> LYTUS JORDAN, Contracting Officer BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE 98 SEP 30 (YYMMDD)				24. TOTAL	
						28. DIFFERENCES	
25. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED				26. SHIP NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	27. D.O.VOUCHER NO	29. INITIALS	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	31. PAID BY	32. AMOUNT VERIFIED CORRECT FOR	
35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT SIGNATURE AND TITLE OF CERTIFYING OFFICER						33. CHECK NUMBER	
						34. BILL OF LADING NUMBER	
36. RECEIVED AT	37. RECEIVED BY	38. DATE RECEIVED	39. TOTAL CONTAINERS	40. S/R ACCOUNT NUMBER	41. S/R VOUCHER NUMBER		

1. This delivery order is issued pursuant to H-013 titled the "Orders" Clause of the above numbered contract, F33657-95-D-2965. The contractor shall provide effort in accordance with the Statement of Work (SOW) entitled, "SECURITY ASSISTANCE FINANCIAL MANAGEMENT PROCESS ANALYSIS AND RECOMMENDATION DEVELOPMENT" as specified in the Contract Line Items below at a ceiling amount of \$687,204.41.

2. a. SECTION B

<u>Item No</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit Price</u>
		<u>Purch Unit</u>	<u>Total Item Amount</u>
0001	CLIN ESTABLISH    sec class: U	1	\$348,623.20
		LO	\$348,623.20

noun: FINANCIAL MANAGEMENT SUPPORT  
acrn:AA    nsn: N  
site codes    pqa:D acp:D fob:D  
pr/mipr data: AFSACC-98-010900 and Amd 01  
type contract: Y

descriptive data:

a. The contractor will provide Financial Management Support as specified in the Statement of Work (SOW) "SECURITY ASSISTANCE FINANCIAL MANAGEMENT PROCESS ANALYSIS AND RECOMMENDATION DEVELOPMENT", dated 26 Aug 1998 (Atch 1). Listed below by prime members are the negotiated labor categories and corresponding estimated number of labor hours for each category.

Year 4

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off-Site)	Project Manager	240
Prime (On-Site)	Senior Analyst/PL	2,000
Prime (On-Site)	Senior Analyst	2,052
Prime (On-Site)	Journeyman Analyst	1,600
Prime (On-Site)	Analyst	2,400
		Total 8,292

b. This CLIN is fully funded.

0002	CLIN ESTABLISH    sec class: U	1	NSP
		LO	NSP

noun: DATA - EXHIBIT A  
acrn: AA    nsn:N  
site codes    pqa:D acp:D fob:D  
pr/mipr data: AFSACC-98-010900 and Amd 01  
type contract: Y

<u>Item No</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit Price</u>
		<u>Purch Unit</u>	<u>Total Item Amount</u>

descriptive data:  
Data in accordance with Contract Data Requirements List, DD Form 1423, attached hereto as Exhibit A. The price of this CLIN is included in the price of CLIN 0001 above.

0003	CLIN ESTABLISH	sec class: U	1	\$ 9,347.21
			LO	\$ 9,347.21

noun: MATERIALS  
acrn: AA nsn:N  
site codes pqa:D acp:D fob:D  
pr/mipr data: AFSACC-98-010900 and Amd 01  
type contract: Y

descriptive data:  
a. The contractor shall provide materials required in support of the performance of Item 0001 above, pursuant to Special Contract Requirement H-011 hereof.  
  
b. This CLIN is fully funded.

0004	CLIN ESTABLISH	sec class: U	1	\$ 329,234.00
			LO	\$ 329,234.00

noun: SUBCONTRACTING  
acrn: AA nsn:N  
site codes pqa:D acp:D fob:D  
pr/mipr data: AFSACC-98-010900 and Amd 01  
type contract: Y

descriptive data:  
a. The contractor shall provide subcontracting required in support of the performance of Item 0001 above, pursuant to Special Contract Requirement H-011 hereof. Listed below are the negotiated labor categories and corresponding estimated number of labor hours for each category.

Year 4		Estimated
<u>Contractor</u>	<u>Labor Category</u>	<u>Hours</u>
KPMG (On-Site)	Senior Analyst/PL	1,100
KPMG (On-Site)	Senior Analyst	2,000
KPMG (On-Site)	Journeyman Analyst	1,500
Total		4,600

b. This CLIN is fully funded.

b. SECTION F

<u>Item No</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch                      Sec Class: U acrn: AA ship to: U	1	99AUG14

descriptive data:

The period of performance shall be from 14 Oct 1998 through 14 Aug 1999. .

0002	CLIN Del Sch                      Sec Class: U acrn: AA ship to: U	1	ASREQ
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descriptive data:

The period of performance shall be concurrent with CLIN 0001 above.

0003	CLIN Del Sch                      Sec Class: U acrn: AA ship to: U	1	ASREQ
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descriptive data:

Period of performance shall be concurrent with CLIN 0001 above.

0004	CLIN Del Sch                      Sec Class: U acrn: AA ship to: U	1	ASREQ
------	--	---	-------

descriptive data:

Period of performance shall be concurrent with CLIN 0001 above.

c. SECTION G

<u>ACRN Acct Class data</u>		<u>Appropriation/Lmt Subhead/CPN Recip DODAAD</u>	<u>Obligation</u>
		<u>Supplemental Accounting Classification</u>	<u>Amount</u>
AA	ACCOUNT ESTABLISHED		
	UNCLASSIFIED		
97-11X8242	AL62	F03000	\$687,204.41
4A8 47M1 0ADMOO 1P126D 59230 000000 503000			

descriptive data:  
pr/mipr data:  
AFSACC-98-010900 and Amd 01

The fund cite as it appears on the funding document is as follows:

97-11X8242 AL62 4A8 47M1 0ADMOO 1P126D 59230 000000 503000

Summary for Payment Office

<u>Item No.</u>	<u>ACRN</u>	<u>Previous Obl</u>	<u>Change in Obl</u>	<u>Cum Obl</u>
0001	AA	\$0.00	\$348,623.20	\$ 348,623.20
			CLIN 0001 Total	\$ 348,623.20
0003	AA	\$0.00	\$ 9,347.21	\$ 9,347.21
			CLIN 0003 Total	\$ 9,347.21
0004	AA	\$0.00	\$329,234.00	\$ 329,234.00
			CLIN 0004 Total	\$ 329,234.00

d. SECTION H

In accordance with AFMC FAR Sup 5352.245-9000 Base support (July 1992), base support will be provided by AFSAC/IPS, Building 210, Area C . Access to phones, copiers, facsimile machines, computer resources, and generic office supplies will be provided.

e. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch 1	Statement of Work entitled “SECURITY ASSISTANCE FINANCIAL MANAGEMENT PROCESS ANALYSIS AND RECOMMENDATION DEVELOPMENT”, dated 26 Aug 1998.	2
Atch 2	DD 254 Contract Security Classification Specification dated 29 Sep 1998.	3
Exhibit A	Contract Data Requirements List (CDRL)1423 dated 26 Aug 1998.	6

**Statement of Work  
for  
Security Assistance Financial Management Process Analysis and Recommendation  
Development**

26 Aug 1998

**1.0 Scope:** The objective of this task is to document the Security Assistance financial processes within the Air Force, analyze those processes, and based upon the findings recommend solutions to identified problems. This information will be used as a basis for evaluating the current processes. This project has high level visibility and 'buy-in' from HQ AFMC, SAF/IA, SAF/FM, HQ DFAS, and DFAS-DE.

**2.0 Applicable Documents:** Financial management and security assistance regulations

**3.0 Requirements:**

**3.1** The contractor shall research, identify, and document each current Security Assistance financial management process/methodology and implementation, within the applicable USAF Command, Center, and Organization, the specific user, organization, regulatory requirement (by process step), and applicable justification. (The USAF Commands and Centers to be queried and documentation recorded include, but are not limited to, SAF, AETC, AFMC, ACC, AMC, USAFE, PACAF, AFSAT, WR-ALC, OO-ALC, OC-ALC, ASC, and ESC.) The processes the contractor shall research and document will include, but are not limited to, FMS Case Development, Case Implementation, Case Execution, and Case Closure. More specifically, they can include Obligation Authority, Commitments and Obligations, Reimbursements, Performance Reporting, Cost Additive Calculation, Payment Schedule Review, Financial Adjustments, Exception Processing, and Salaries and Travel. For those process steps where DFAS is interactive within the financial management process, the contractor shall identify the timing of those interactions, to include the specific roles and responsibilities. Based upon the information documented during the research, the contractor shall identify, as applicable, statements of fact and/or observations regarding any inefficiencies, deficiencies, regulatory practices, business rules, and/or process idiosyncrasies. The contractor shall ensure that all financial management process documentation, and accompanying data, are reviewed and approved by the providing organization for accuracy. (CDRL A0006a)

**3.2** The contractor shall provide recommendations and implementation impacts for standardization, streamlining, policy changes, internal management controls, and applicable supporting documentation based upon the information gathered from 3.1 above. The contractor shall identify, as applicable, any inefficiencies or deficiencies impacting the implementation of any recommended changes. The contractor shall focus and provide rationalized comments on funding, political/work definition (e.g., DFAS vs USAF workload), and roles and responsibilities issues impacting process changes. The contractor shall identify and document impacts, both positive and negative, that will result from the implementation of a DoD integrated management information system vice the various systems in place today for tracking management information for Security

Assistance financial management. The contractor shall provide analysis which recommends long term and short term solutions to any inefficiencies, deficiencies, regulatory practices, business rules, and/or process idiosyncrasies, particularly between the USAF and DFAS regarding roles, responsibilities, interfaces, both personnel and systems related, to Security Assistance financial management.(CDRL A0006b)

**3.3** The contractor shall define and develop a Financial Management Handbook for use by all USAF Commands and Centers for use in accomplishing daily tasks. (CDRL A0006c)

**3.4** The contractor shall define USAF training requirements for Security Assistance financial, case, and line managers, based on all the data and recommendations collected and prepared as a result of this project. The contractor shall survey Command, Center and Organizational participants during data gathering on what training they perceive is required, both current and future. (CDRL A0006d)

#### **4.0 - Review Participation**

**4.1** The contractor shall be prepared to give in-briefings at the time CDRLs 0006a and 0006b are delivered to the USG. The briefings will be provided to the approving authorities and other USG personnel deemed necessary and will be utilized to familiarize the USG with the CDRL deliverable to be reviewed and approved..

**4.2** The contractor shall be prepared to hold questions and answer sessions as indicated on CDRL A0006b with the approving authorities and other USG personnel deemed necessary. These sessions will be used to allow for exchange of questions and answers between the USG personnel and contractor personnel concerning the CDRL deliverable.

#### **5.0 - Contractor/Government Relationship**

The contractor shall be empowered to fully undertake and complete the assigned tasks to meet deliverable deadlines. The USAF will provide a point of contact for the contractor to utilize when deemed appropriate or necessary (e.g., USG personnel not responding to queries, USG process validation held in abeyance, determinations on project scope or direction, normal required USG decision authority involved in directing, supervising, or tasking other USG personnel.)

#### **6.0 Cognizant Office**

The requiring activity is AFSAC/IP, Wright-Patterson AFB, OH. The Task order POC is Patrick Fox, AFSAC/IPS, 71132, ext 4146.



<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>Secret</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>N/A</div>	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)	
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER			<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)
	F33657-95-D-2965 - Task Order #8 Ex Dte: 990914				Date (YYMMDD)
	b. SUBCONTRACT NUMBER				b. REVISED (Supersedes all previous specs)
					Revision No.
	c. SOLICITATION OR OTHER NUMBER				c. FINAL (Complete Item 5 in all cases)
	DUE Date (YYMMDD)				Date (YYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following:					
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 2547 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following:					
In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
Modern Technologies Corporation		9J721		Midwest Defense Security Service	
4032 Linden Avenue				610 South Canal Street, Room 800	
Dayton, Ohio 45432-3015				Chicago, IL 60607-4599	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
This Task Order is for the procurement of contractor services to identify and analyze security assistance financial management processes.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:					
	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	YES
b. RESTRICTED DATA	<input checked="" type="checkbox"/>		b. RECEIVE CLASSIFIED DOCUMENTS ONLY		NO
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		
(2) Non-SCI		<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		
g. NATO INFORMATION		<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER (Specify)		
k. OTHER (Specify)			Notification of Government Security Activity is Required	<input checked="" type="checkbox"/>	

## FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.
2. **MARKING:**
  - a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
  - b. In a classified document, mark:
    - (1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
    - (2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
    - (3) "FOUO" at the bottom of each page that has FOUO information but is not classified.
    - (4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release."
  - c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
  - d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.
  - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.
5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.
6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

### CONTRACT DATA REQUIREMENTS LIST

**Form Approved**

OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0002	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM SPEC COMP FUNC SPT	E. CONTRACT/PR NO. F33657-95-D-2965/0008	F. CONTRACTOR
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1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A0006b	TECHNICAL REPORT-STUDY/SERVICES	Financial Management Process Recommendations and Supporting Documentation

4. AUTHORITY <i>(Data Acquisition Document No.)</i> DI-MISC-80508/T	5. CONTRACT REFERENCE	6. REQUIRING OFFICE AFSAC/IPS
--	-----------------------	----------------------------------

7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED  N/A	10. FREQUENCY 1 Time	12. DATE OF FIRST SUB. SEE BLK 16	14. DISTRIBUTION		
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBS. SUB. SEE BLK 16	a. ADDRESSEE	b. COPIES	
						Draft
					Reg	Repro

<b>16. REMARKS</b> <b>BLK 4: This report shall be accomplished in Microsoft PowerPoint or Word, as appropriate for the deliverable and shall be compatible with USG Microsoft versions.</b>	AFSAC/IPS	1	2	1
	HQ AFMC/FMF	1	1	0
	SAF/IAx	1	1	0
	SAF/FMBI	1	1	0

This report shall be detailed in nature and include, but not limited to, the following:

a. Contractor recommendations shall include areas identified for streamlining, standardization, workload re-balancing, and/or task re-allocation. Each recommendation shall include the logic and analysis supporting the recommendation, to include justifications (i.e., regulations, deficiencies, and/or inefficiencies).

b. The supporting documentation shall include a detailed narrative description, including flow charts and diagrams, incorporating above recommendations, to include any recommended changes in roles and responsibilities. This documentation shall include all recommendations provided by the contractor and will be used to visually depict the recommendations.

c. The contractor should be prepared to provide a PowerPoint based in-briefing NLT 140 CD after commencement of data gathering explaining the recommendations and documentation. This briefing will be provided to the approving authorities - specific format and content TBD after award. Further, the contractor should be prepared to hold a question and answer briefing with the USG approving authorities NLT 160 CD after commencement of data gathering - specific format and content TBD after award.

**BLK 8: The Government will provide approval/disapproval of draft within 30 CD after receipt. Approval will be of technical content and format.**

**BLK 12/14:** Draft due after all data has been gathered and analyzed, but NLT 140 CD after commencement of data gathering.

**BLK13: Final report due 10 CD after receipt of Government approval of draft.**

BLK 14:  
AFSAC/IPS  
1822 Van Patton Drive  
Wright-Patterson AFB, OH 45433-5337

SAF/IAX  
1080 Air Force, Penatgon  
Washington, DC 20330-1080

HQ AFMC/FMF  
4375 Chidlaw Road, Suite 6  
Wright-Patterson AFB, OH 45433-5006

SAF/FMBI  
1130 Air Force, Penatgon  
Washington, DC 20330-1130

G. PREPARED BY <i>Michael E. Fry</i>	H. DATE <i>26 Aug 98</i>	I. APPROVED BY <i>Kelley Brown</i>	J. DATE <i>26 Aug 98</i>
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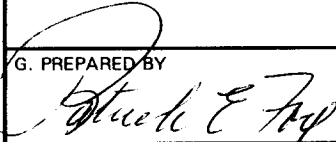

[illegible]

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM SPEC COMP FUNC SPT		E. CONTRACT/PR NO. F33657-95-D-2965/0008			F. CONTRACTOR			
1. DATA ITEM NO. A0006d	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES				3. SUBTITLE Financial Management Processes - Training Requirements Recommendation and Analysis			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508/T			5. CONTRACT REFERENCE			6. REQUIRING OFFICE AFSAC/IPS		
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY 1 Time	12. DATE OF FIRST SUB. See Block 16		14. DISTRIBUTION			
8. APP CODE A	N/A	11. AS OF DATE N/A	13. DATE OF SUBS. SUB. See Block 16		a. ADDRESSEE	Draft	b. COPIES Final Reg    Repro	
16. REMARKS BLK 4: This report shall be accomplished in Microsoft Word version provided on GFE computer.  This report shall be detailed in nature and include, but not limited to, the following:  a. A detailed analysis of the data collected, including, but not limited to, all recommendations for standardization, streamlining, manpower re-balancing, or task allocation re-balancing, flow charts, organizational structures, and current and proposed roles and responsibilities, shall culminate in a report outlining training recommendations and requirements for current and future Security Assistance Financial Managers.  b. This report shall be detailed in nature and include the logic supporting each recommendation or observation.  c. The analysis shall include a suggested plan(s) for implementation of any recommendations provided.  BLK 8: The Government will provide approval/disapproval of draft within 30 CD after receipt. Approval will be of technical content and format.  BLK 12/14: Draft due after all data has been gathered and analyzed, but no later than 210 CD after commencement of data gathering.  BLK13: Final report due 10 CD after receipt of Government approval of draft.  BLK 14: AFSAC/IPS 1822 Van Patton Drive Wright-Patterson AFB, OH 45433-5337  HQ AFMC/FMF 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB, OH 45433-5006  SAF/IAX 1080 Air Force, Pentagon Washington, DC 20330-1080  SAF/FMBI 1130 Air Force, Pentagon Washington, DC 20330-1130					AFSAC/IPS	1	2	1
					HQ AFMC/FMF	1	1	0
					SAF/IAX	1	1	0
					SAF/FMBI	1	1	0
15. TOTAL ----->					4	5	1	
G. PREPARED BY <i>Robert E. Faye</i>		H. DATE 26 Aug 98		I. APPROVED BY <i>Henry Brown</i>		J. DATE 26 Aug 98		

DD FORM 1423-1, JUN 90 (EF)

PREVIOUS EDITIONS ARE OBSOLETE.

Page 6 of 6 Pages

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)										Form Approved OMB No. 0704-0188					
Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.															
A. CONTRACT LINE ITEM NO. 0002			B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____										
D. SYSTEM/ITEM SPEC COMP FUNC SPT			E. CONTRACT/PR NO. F33657-95-D-2965/0008			F. CONTRACTOR									
1. DATA ITEM NO. A0002		2. TITLE OF DATA ITEM FUNDS AND MAN-HOUR EXPENDITURE RPT				3. SUBTITLE					17. PRICE GROUP				
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80331			5. CONTRACT REFERENCE			6. REQUIRING OFFICE AFSAC/IPS					18. ESTIMATED TOTAL PRICE				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY QTRLY		12. DATE OF FIRST SUB. 40 DAC		14. DISTRIBUTION							
8. APP CODE N/A		N/A		11. AS OF DATE 0		13. DATE OF SUBS. SUB. 15 DARP		a. ADDRESSEE		b. COPIES					
										Draft		Final			
										Reg		Repro			
16. REMARKS BLK 14: AFSAC/IPS 1822 Van Patton Drive Wright-Patterson AFB, OH 45433-5337								AFSAC/IPS		0		1		0	
								ASC/FMP				3			
								15. TOTAL ----->							
G. PREPARED BY 			H. DATE 26 Aug 98		I. APPROVED BY 			J. DATE 26 Aug 98							

CONTRACT DATA REQUIREMENTS LIST  
(1 Data Item)

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0002	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM SPEC COMP FUNC SPT	E. CONTRACT/PR NO. F33657-95-D-2965/0008	F. CONTRACTOR
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1. DATA ITEM NO. A0004	2. TITLE OF DATA ITEM CONTRACTOR'S PROGRESS, STATUS MANAGEMENT REPORT	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227	5. CONTRACT REFERENCE	6. REQUIRING OFFICE AFSAC/IPS
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY MTHLY	12. DATE OF FIRST SUB. 40 DAC	14. DISTRIBUTION
8. APP CODE N/A	N/A	11. AS OF DATE 0	13. DATE OF SUBS. SUB. 15 DARP	a. ADDRESSEE AFSAC/IPS
				b. COPIES Draft Final Reg Repro

16. REMARKS BLK 14: AFSAC/IPS 1822 Van Patton Drive Wright-Patterson AFB, OH 45433-5337	15. TOTAL -----> 0 4 1
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G. PREPARED BY <i>Charles E. Fay</i>	H. DATE <i>26 Aug 98</i>	I. APPROVED BY <i>Yancy Brown</i>	J. DATE <i>26 Aug 98</i>
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17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST  
(1 Data Item)

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A. CONTRACT LINE ITEM NO. 0002	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM SPEC COMP FUNC SPT	E. CONTRACT/PR NO. F33657-95-D-2965/0008	F. CONTRACTOR
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1. DATA ITEM NO. A0006a	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES	3. SUBTITLE Financial Management Processes - Current Flow Diagram and Narrative
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4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508/T	5. CONTRACT REFERENCE	6. REQUIRING OFFICE AFSAC/IPS
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY 1 Time	12. DATE OF FIRST SUB. SEE BLK 16	14. DISTRIBUTION
8. APP CODE A	N/A	11. AS OF DATE N/A	13. DATE OF SUBS. SUB. SEE BLK 16	a. ADDRESSEE

16. REMARKS BLK 4: This documentation and analysis shall be accomplished in Microsoft PowerPoint and Word, as appropriate for the deliverable and shall be compatible with USG Microsoft versions.  This documentation and analysis must be detailed in nature and include the following:  a. A separate, detailed process flow chart outlining the current financial management process for each of the USAF MAJCOMs and/or Major Logistics or Product Centers.  b. Each process flow chart shall be accompanied by a detailed narrative explanation of the current process flow, outlining organizational roles and responsibilities, computer databases used, and applicable regulations involved at each process step.  c. The accompanying process analysis shall relate to the current process and include observations and/or statement of fact with regard to any business rule, business practice, inefficiency, inconsistency, regulatory practice, and/or process idiosyncrasy.  BLK 8: The Government will provide approval/disapproval of draft within 20 CD after receipt. Approval will be of technical content and format.  BLK 12/14: Draft due after all data has been gathered and analyzed, but NLT 115 CD after commencement of data gathering.  BLK 13: Final report due 10 CD after receipt of USG approval of draft.  BLK 14: AFSAC/IPS 1822 Van Patton Drive Wright-Patterson AFB, OH 45433-5337	b. COPIES Draft Reg Repro
15. TOTAL ----->	1 2 1

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

G. PREPARED BY <i>Patrick E. Fay</i>	H. DATE <i>26 Aug 98</i>	I. APPROVED BY <i>Yain Brown</i>	J. DATE <i>26 Aug 98</i>
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